

## Afterschool Administrative Assistant, OSTP Afterschool Program

**Pay Plan:** WAE (Wages as Earned)

**Compensation:** \$15/hour

**Hours:** Monday through Friday, 3:30-6:30pm

**Location:** Washington, DC

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*Our public school students need your expertise, passion and leadership.*

We are looking for highly motivated and skilled talent to join our team at District of Columbia Public Schools (DCPS). We seek individuals who are passionate about transforming the DC school system and making a significant difference in the lives of public school students, parents, principals, teachers, and central office employees.

DCPS serves 45,000 students in the nation's capital through the efforts of approximately 4,000 educators in 123 schools. As part of a comprehensive reform effort to become the preeminent urban school system in America, DCPS intends to have the highest-performing, best paid, most satisfied, and most honored educator force in the nation and a distinctive central office staff whose work supports and drives instructional excellence and significant achievement gains for DCPS students.

### Position Overview

The Afterschool Administrative Assistant position is located in a District of Columbia Public Schools (DCPS) school that hosts a centrally coordinated afterschool program by the Office-of-Out-of-School Time Programs. DCPS is a diverse, urban school district serving students in the nation's capital. Situated at the center of national government, our goal is to provide students with a quality education that prepares them to become future leaders, productive citizens, and individuals who are engaged in the life of the community.

As an integral part of this strategy, the Afterschool Administrative Assistant will serve as the daily point of contact for programming at his/her site and assist in ensuring that afterschool runs smoothly on a daily basis.

The Administrative Assistant will report directly to the Cluster Coordinator assigned to his/her school site. The tour of duty for this position is **Monday-Friday, 3:30-6:30pm.**

### Essential Duties and Responsibilities

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.*

- Acts as primary point of contact for afterschool programming at the site.

- Maintains daily communication with Cluster Coordinator, providing updates and reporting any issues/concerns.
- Collects student attendance on a daily basis and provides documentation to Cluster Coordinator.
- Manages student transitions during afterschool programming.
- Maintain daily communication with parents at the site.
- Ensures the daily implementation of Academic Power Hour (APH) and enrichment.

May be responsible for administering snack/supper. This may include taking an initial food handler training.

- Collects co-payments from parents and provides to Cluster Coordinator.
- Supports Cluster Coordinator with student and staff recruitment efforts.
- Attends OSTP trainings.
- Daily enforcement of the pick-up policy and remains at site until all students are picked up.
- Supports afterschool staff when needed.

### Qualifications

- Associates Degree
- 2-4 years of work experience, with specific experience working in afterschool programs.
- Previous exposure to or experience in the education sector and afterschool programs a plus.
- Experience (volunteer/paid) working with youth.
- Experience supporting the academic and/or enrichment programs for youth.
- Experience working with linguistically and ethnically diverse student populations.
- Demonstrated involvement with and commitment to the youth community.
- Demonstrated experience at developing positive rapport with youth.
- Demonstrates commitment to professional growth and eagerness to learn.
- Demonstrates commitment to improving the achievement of all students.

### Personal Qualities of Top Candidates

- **Commitment to Equity:** Passionate about closing the achievement gap and ensuring that every child, regardless of background or circumstance, receives an excellent education.
- **Leadership:** Coaches, mentors, and challenges others to excel despite obstacles and challenging situations.



- **Focus on Data-Driven Results:** Relentlessly pursues the improvement of central office performance and school leadership, instruction, and operations, and is driven by a desire to produce quantifiable student achievement gains.
- **Innovative Problem-Solving:** Approaches work with a sense of possibility and sees challenges as opportunities for creative problem solving; takes initiative to explore issues and find potential innovative solutions.
- **Adaptability:** Excels in constantly changing environments and adapts flexibly in shifting projects or priorities to meet the needs of a dynamic transformation effort; comfortable with ambiguity and non-routine situations.
- **Teamwork:** Increases the effectiveness of surrounding teams through collaboration, constant learning and supporting others; sensitive to diversity in all its forms; respects and is committed to learning from others
- **Dependability:** Does whatever it takes to consistently deliver with high quality under tight deadlines; successfully manages own projects through strong organization, detailed workplans, and balancing of multiple priorities.
- **Communication and Customer Service Skills:** Communicates clearly and compellingly with diverse stakeholders in both oral and written forms; anticipates and responds to customer needs in a high-quality and courteous manner.

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**READ AND ACKNOWLEDGED:**

Employee Signature: \_\_\_\_\_

Employee Name (Printed): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Supervisor Name (Printed): \_\_\_\_\_

Date: \_\_\_\_\_

**Notice of Non-Discrimination.** In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990 and the D.C. Human Rights Act of 1977, as amended, District of Columbia Official Code Section 2-1401.01 et seq. (Act), the District of Columbia Public Schools (DCPS) does not discriminate (including employment therein and admission thereto) on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an interfamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited. Discrimination in violation of the aforementioned laws will not be tolerated. Violators will be subject to disciplinary action.

Title IX regulation requires schools to implement specific and continuing steps to protect students and others against discrimination on the basis of sex. Students,



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

parents and/or guardians with inquiries regarding Title IX non-discrimination policies related to students and student activities shall contact:

**Title IX Coordinator**

Office of Youth Engagement  
District of Columbia Public Schools  
1200 First St, NE, 8<sup>th</sup> Floor Washington, DC 20002  
Washington, DC 20002  
(202) 442-5638  
or

**Assistant Secretary for Civil Rights**

U.S. Department of Education  
Office for Civil Rights  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1100  
Telephone: 1-800-421-3481  
FAX: 202-245-6840; TDD: 877-521-2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Inquiries regarding the non-discrimination policies of DCPS will be handled as follows:

**Employees with inquiries regarding non-discrimination policies related to employment and employees or who wish to file a discrimination complaint should contact:**

Equal Employment Opportunity Specialist  
Office of Labor Management & Employee Relations  
District of Columbia Public Schools  
1200 First St, NE, 10th Floor Washington, DC 20002  
(202) 442-5424

**Students, parents and/or guardians with inquiries regarding non-discrimination policies related to students and student activities, including Section 504, should contact:**

504 Specialist, Office of Special Education  
District of Columbia Public Schools  
1200 First St, NE, 10th Floor Washington, DC 20002  
[504@dc.gov](mailto:504@dc.gov)  
202-442-4800